

PROCEDURE: 2045

SYSTEMS SOFTWARE

DATE: 05/09/02

TITLE: Naming and Cataloging of all non-TSO Data Sets

Purpose

To establish the standard procedures that relate to the preparation, naming and cataloging of all data sets other than TSO/SPF data sets used by the mainframe Operating System.

Definitions

Data Set: a particular collection of information organized into records and stored on a physical media such as cartridge or disk.

Master Catalog: the primary or first level catalog for the Operating System. It is considered a system data set.

Non-Temporary Data Set: those data sets which are to be retained between jobs.

Secondary Catalog: the secondary level catalog which is referenced by the Master Catalog. It is used to contain the identification and location of user data sets. It is a system data set.

System Data Set: those data sets used by the Operating System in the performance of its tasks.

Temporary Data Set: those data sets which are to be retained only within the time a single job is being executed.

Test Data Set: those data sets which are to be retained between jobs, but only for a specific period of time and are not to be considered as production.

Master Catalog

All changes to the master catalog will be done by the Systems Software unit. This includes, but is not limited to:

- Defining data sets in the master catalog
- Defining secondary catalogs
- Adding high level indexes

- Renaming and/or deleting master catalog entries

Secondary Catalogs
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All secondary catalogs will be defined and maintained by the Systems Software section.

Definition: secondary catalogs will be as follows:

CYYY.UCAT.ZZZZZZ

C and UCAT are constants.

YYY is the agency number.

ZZZZZZ is the volume serial number of the volume on which the user catalog resides.

JOBCAT and STEPCAT statements in job streams will not be allowed.

System Data Sets
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System data sets are the responsibility of the Systems Software section. Usage of these data sets are restricted except as specifically indicated in these standards and procedures.

Test Data Sets
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Test data sets will begin with an 'F'. Otherwise they should be named the same as production data sets. This applies to all batch and online test data sets, both VSAM and non-VSAM.

Production Data Sets
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All non-temporary data sets will be cataloged.

The data set system identification (i.e., agency number) must be established and a part of the Operating System catalog before the data set can be cataloged by the system. The catalog structure for the data set, including all levels of indexes and generation data group entries, will be initially created by the Software Support Section. This does not include the lowest level of indexing which will be maintained by the user.

Naming: The unique data set names will be assigned by the user under the following format:

Position	Content
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1	'X' Required constant unless Database, then 'Z'
2-4	'nnn' is the agency number (e.g. 500 for the Dept of Revenue)
5	'.' Required period
6	'a' is the system letter
7-9	'nnn' This field contains a unique 3-digit number assigned to a particular dataset by the user

Example: X500.A001

Non-temporary data set names consist of two fields separated by a period, each containing the aforementioned information, relating a DDNAME with a specific data set. The data set name, or DSNAME, is the name which appears in the system catalog and is also contained in the label of the specific data set. Generation data set names will be followed by a system supplied generation number.

The names of VSAM clusters will be in the same format as data set names for disk data sets, which is:

NYYY.SZZZ

N will reflect the batch or online status of the file  
 T will be used in this position if online to CICS or VTAM. If it is also online to Database, a 'T' should be used anyway.  
 V will be used in this position if batch.  
 Z will be used in this position if online to Database.  
 YYY is the agency number.  
 . is the required constant.  
 S is the system letter.  
 ZZZ is a sequential number which uniquely identified this data set.

The components of a VSAM data set will be named as follows:

Index component: Data component:  
 VYYY.SZZZ.INDEX VYYY.SZZZ.DATA

Where VYYY.XZZZ is identical to the VSAM data set cluster name.

Alternate indexes for VSAM dates will be named according to the following conventions:

Cluster: NYYY.SZZZ.AIXn

Index Comp: NYYY.SXXX.AIXn.INDEX

Data Comp: NYYY.SZZZ.AIXn.DATA

Path: NYYY.SZZZ.PTHn

Where NYYY.SZZZ is identical to the VSAM data set cluster name of the

base data set.

AIX, INDEX, DATA and PTH are constants.

'n' is a sequential number identifying this alternate index and will be assigned as follows: for the first alternate index for any VSAM data set n will be 1. As additional alternate indexes are defined, 'n' will be increased by 1 for each alternate index. The maximum value for 'n' for any alternate index of a given data set should reflect the total number of alternate indexes defined for the data set.

Temporary data set names shall be created by prefixing the assigned data set name, excluding the period, with a double ampersand (&&).

Example: &&X380A001

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